

## ANNEX J

### MANPOWER/PERSONNEL

#### A. PURPOSE

Communities preparing for a disaster or cleaning up after an emergency, are usually able to meet manpower requirements from locally available resources. In a major disaster or emergency, however, large numbers of additional workers may be needed. This annex describes the types of personnel assistance available in emergencies and assigns manpower responsibilities at the state and local levels. The West Virginia Division of Employment Programs, through their local offices, coordinates all manpower requests resulting from emergencies or disasters except those for prison labor. Responsibility for utilizing prisoners in the state penal system for emergency work lies with the West Virginia Division of Corrections.

#### B. CONCEPT OF OPERATIONS

1. Political subdivisions use their own personnel and those available through mutual aid agreements and understandings with other governments and the private sector. If additional personnel are needed, they will be obtained from the private sector and/or state agencies.
  - a. Private sector personnel possibilities for affected local government(s) include:
    - (1) Volunteers from area businesses, industries or organizations. Emergency operations plans should contain pre-disaster agreements to do this.
    - (2) Additional personnel hired by the local government on a temporary or part-time basis.
    - (3) Contract Agreements with private firms to perform some functions such as ice and snow removal.
  - b. State employees may be utilized by affected local governments on a mission type basis but usually remain under the direction and control of their agency or department. In utilizing state personnel the following will usually be observed:
    - (1) Regular Employees in the area;
    - (2) Regular Employees from outside the area;

- (3) State employees hired on a temporary basis for work arising from the emergency.
2. Additional personnel needed by state government and its agencies/departments may be obtained in the following ways:
  - a. From within state government, employees identified and located by the Division of Personnel and/or the Bureau of Employment Programs as having the necessary skills.
  - b. From the private sector
    - (1) Volunteers
    - (2) Part-time or temporary employees recruited by the Bureau of Employment Programs
    - (3) Contract agreements with private firms to perform some functions
3. If federal funds are available, public and private non-profit agencies affected by a disaster are eligible for manpower funding to provide public services through the Job Training Partnership Act (JTPA).
  - a. The JTPA program is federally administered by the U.S. Department of Labor and State coordination is provided by the Employment Security/Job Training Program (ES/JTP) Division of the Bureau of Employment Programs.
  - b. The requesting governmental or non-profit agency should present to the ES/JTP Division the overall objectives and reasons for the desired positions and assurance that they are unable to fund provision of the desired public services.
  - c. The ES/JTP Division will advise the applicant on the availability of funding and eligibility of the request. If funding is approved, the applicant then contacts the local Bureau of Employment Programs, which serves as the certifying agent for JTPA positions.
4. Prisoners in the state penal system may provide emergency manpower for local or state governments or certain private non-profit facilities affected by a natural or man-made disaster. Utilization of such prisoners is by joint agreement between the Commissioner, Division of Corrections and the Warden(s) of the institution(s).
  - a. Usually only the Division of Corrections Construction Cadre is used for emergencies and disasters. This is a group of skilled prisoners with two or

more of the department's personnel who are released to perform construction and repair work on a regular basis.

- b. The Division of Corrections also maintains records of those individuals confined to their institutions that have special skills that might be needed during emergencies.
  - c. Prisoners in the work release program may be utilized during emergencies but not to the extent that their regular employment would be jeopardized.
  - d. Requests to the Division of Corrections for labor should include as many specifics as possible such as the type of work, how many men are needed, available resources and an estimate of how long the work will take. All such requests will be coordinated by the West Virginia Office of Emergency Services.
5. Volunteer agencies with nationally recognized disaster responsibilities such as the American Red Cross, Salvation Army and Mennonite Disaster Service rely on their own paid and volunteer personnel. Should additional personnel be required, the West Virginia Office of Emergency Services and the Bureau of Employment Programs provide recruiting assistance.
6. In the event of a Presidential Major Disaster Declaration, the Job Service of the Department of Employment Security which helps employers find workers will be represented at the Disaster Recovery Center(s) established in the area.

#### C. TASK ASSIGNMENTS

##### State

- 1. The West Virginia Bureau of Employment Programs has primary responsibility for coordinating manpower matters resulting from an emergency situation or natural disaster including:
  - a. Recruitment of employees for governments and the private sector at no charge.
  - b. Actions to place personnel including disaster victims at no charge.
  - c. Acting as certifying agent for JTPA program.
  - d. Maintaining liaison with the West Virginia Office of Emergency Services, and advising the State Coordinating Officer in the event of a declared disaster of manpower personnel actions related to the emergency/disaster.

2. The ES/JTP Division of the Bureau of Employment Programs reviews requests, and allocates funding under the Job Training Partnership Act (JTPA), if available, for positions required during or as a result of an emergency/disaster to provide public services.
3. The Division of Corrections provides prison labor when justified and authorized to perform emergency/disaster-related work.
4. The National Guard can provide personnel when all internal sources have been exhausted.

D. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5, as amended.
2. West Virginia Code, Chapter 21, as amended.
3. West Virginia Code, Chapter 21A, as amended.
4. West Virginia Code, Chapter 25, Article 1, as amended.
5. West Virginia Code, Chapter 28, as amended.
6. West Virginia Code, Chapter 62, Article 13, as amended.
7. Comprehensive Employment Training Act, Title II and IV.